



Navy WAWF Training Road Show

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Agenda



- **WAWF Overview**
- **Roles**
- **Document Types (Navy)**
- **Document Statuses**
- **DFAS Pay Offices**
- **Common Mistakes**
- **Correct Dates to Use**
- **LLA Tab**
- **MILSTRIPS**
- **UIDs**
- **RFIDs**
- **WAWF 5.0**
- **Navy WAWF Help Desk**
- **Other POCs**
- **Helpful Links**
- **Document Walk-Throughs**
- **Q&A**

- **Department of Defense initiated WAWF to eliminate paper transactions from the acquisition process**
- **WAWF is an interactive web-based application that allows vendors to electronically submit invoices and receiving reports, and the government to inspect, accept, receive, and pay electronically**
- **Invoicing system, NOT accounting system**

- **Users can be:**

- ✓ Vendors
- ✓ Government Officials

- **Documents include:**

- ✓ Contracts
- ✓ Invoices
- ✓ Receiving Reports

- **Benefits**

- ✓ Completely electronic process (no cost for paper, postage to mail invoices, etc.)
- ✓ Invoices get processed much more quickly than by paper - reduces amount of interest paid and # of people needed to process invoice along the way
- ✓ Navy saves money on DFAS rates - if WAWF invoice comes in with everything correct and pays "hands-free", the Navy is charged the output 49 rate, substantially lower than manual 09 rate

- **Vendor**

- ✓ Contractor or Supplier
- ✓ Valid Cage Code
 - ▢ Centralized Contractor Registration (CCR)

- **Inspector & Acceptor**

- ✓ Requiring Activity, Contracting Officer Representative (COR), Quality Assurance Reviewer (QAR)

- **Cost Voucher Reviewer/Approver**

- ✓ Defense Contract Audit Agency (DCAA)

- **Local Processing Office (LPO)**

- ✓ Role used in situations where documents must be certified by a local office before forwarding to DFAS

- **Pay Official**

- ✓ DFAS Paying Office

- **Group Administration (GAM)**

- ✓ Role is used by an individual selected at the organization/location level, that is charged with the responsibility of maintaining the users of his/her assigned organizations.

- **View Only**

- ✓ Can see documents in any status that have the Department of Defense Activity Address Code (DoDAAC) and corresponding role listed on them

- **Invoice and Receiving Report (Combo)**
- **Invoice as 2-in-1**
- **Invoice (Fast Pay)**
- **Cost Voucher**
- **Navy Construction/Facilities Management Invoice**
- **Grant and Cooperative Agreement Voucher**
- **Navy Shipbuilding Invoice (Fixed Price)**
- **Miscellaneous Payment**

- **Based on document type, payment office, inspection/acceptance terms, and DoDAACs listed on contract/entered into WAWF**
- **If pay office is One Pay, there will be a LPO; all others do not have LPO**
 - ✓ **For Fast Pay Invoices going to One Pay pay office, the LPO is optional**

Invoice and Receiving Report (Combo)



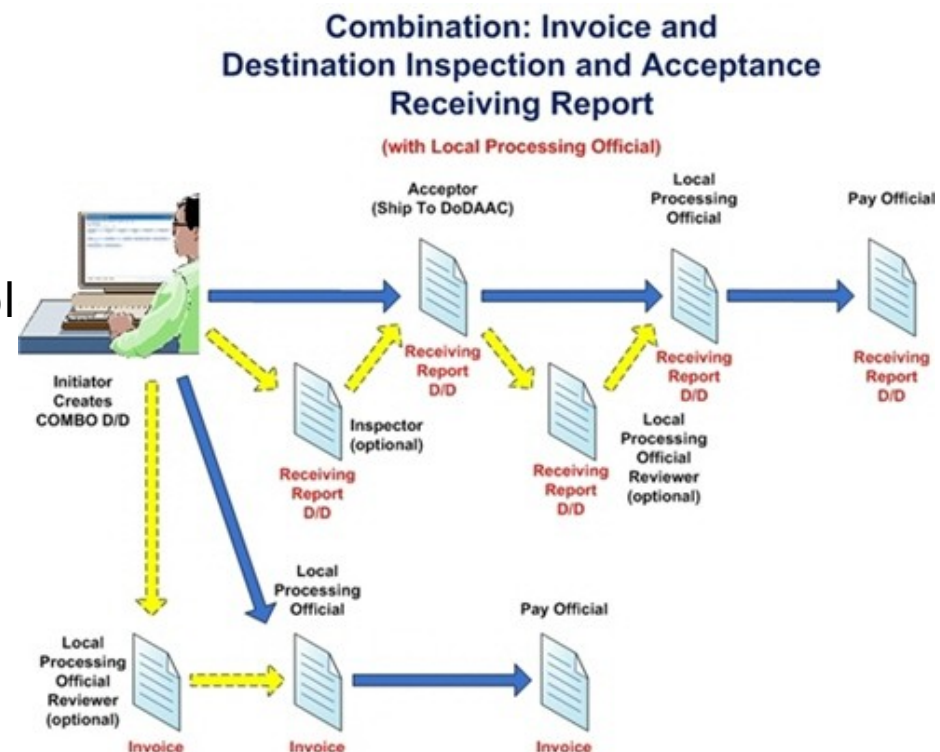
- Generally used for billing for materials only or for materials and services
- Two separate documents created at same time
 - ✓ Invoice
 - ✓ Receiving Report

- **Receiving Report**

- ✓ Inspector's action (if applicable)
- ✓ Acceptor's action
- ✓ LPO review

- **Invoice**

- ✓ LPO action



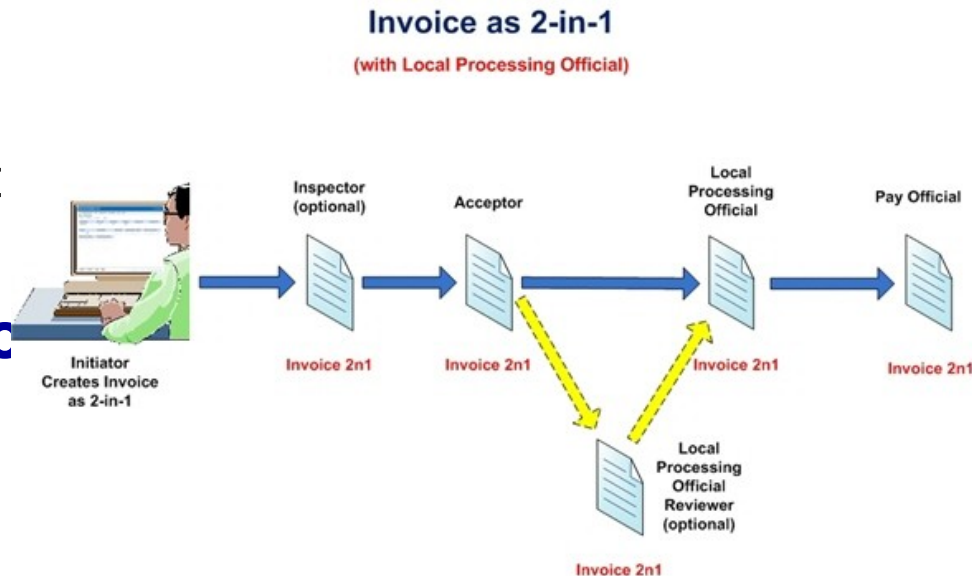


- **Inspection/Acceptance terms dictate where Receiving Report goes**
 - ✓ **D/D = RR goes to optional Inspector then Acceptor then LPO**
 - ✓ **D/O = RR goes to optional Inspector then Accept at Other then LPO**
 - ✓ **S/S = RR goes to Inspector then LPO**
 - ✓ **S/D = RR goes to Inspector then Acceptor then LPO**
 - ✓ **S/O = RR goes to Inspector then Accept at Other then LPO**
 - ✓ **O/O = RR goes to optional Inspector then Accept at Other then LPO**

- **Generally for billing for services only**
- **CANNOT use for Navy ERP Pay Offices**
 - ✓ Use Combo instead

- **One Document**
 - ✓ Invoice/Receiving Report

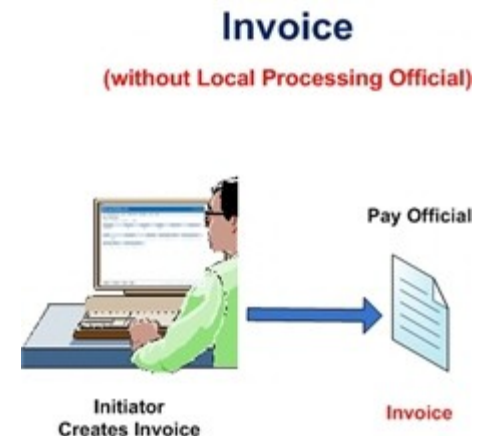
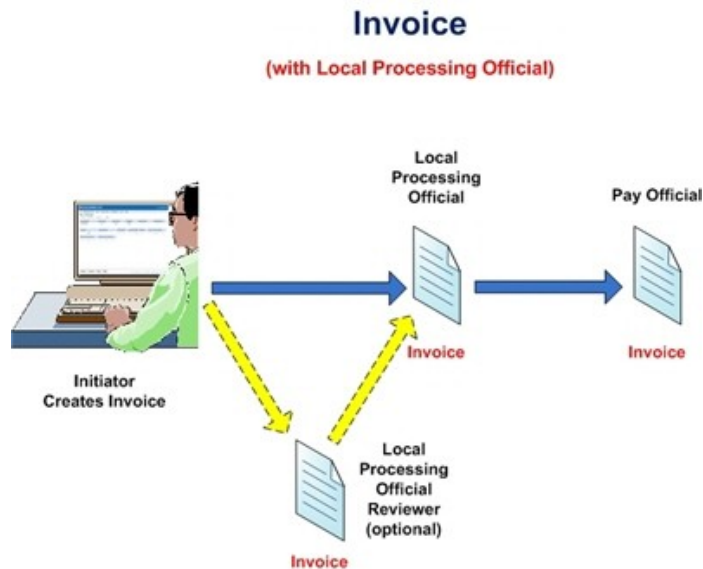
- **Acceptor & LPO Action**



Invoice (Fast Pay)



- Must be authorized for Fast Pay
 - ✓ Contract Clause 52.213-1
- Vendor can enter LPO DoDAAC or enter accounting information themselves



- Cost Reimbursable Contract

- ✓ 52.216-7
- ✓ 52.216-13
- ✓ 52.216-14
- ✓ 52.232-7

- Interim

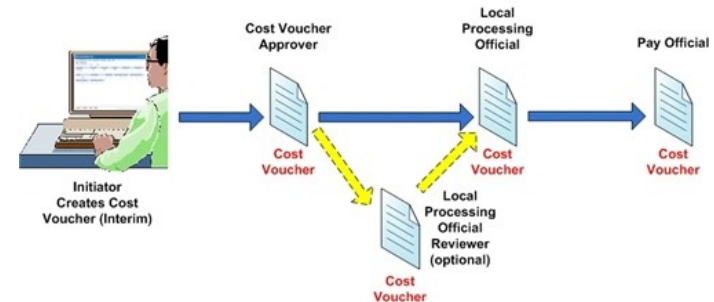
- ✓ DCAA action
- ✓ LPO action
- ✓ Service Approver View Only

- Final

- ✓ Service Approver action
- ✓ LPO action
- ✓ DCAA View Only

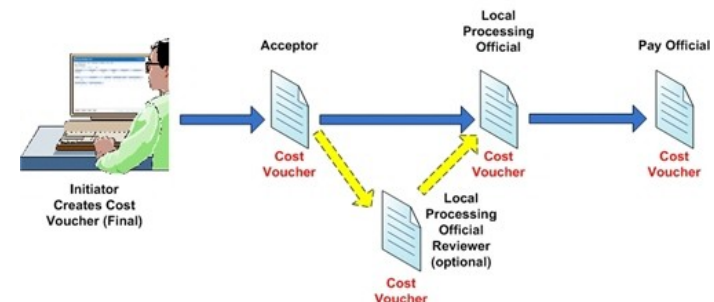
Cost Voucher: Interim

(with Local Processing Official)



Cost Voucher: Final

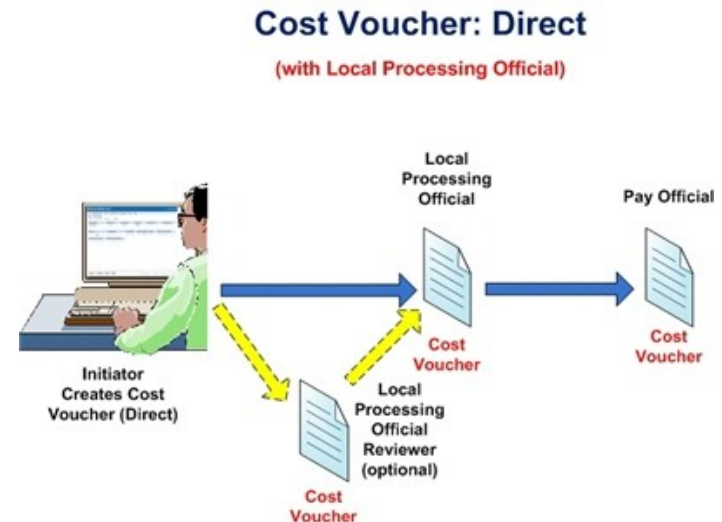
(with Local Processing Official)



Cost Voucher - Direct Submit Authority



- **Between the Vendor and DCAA**
- **Not listed on contract**
- **Will come up in Direct Bill Authority Look Up section under Data Lookup**
- **All Cost Vouchers will be direct until authority is terminated**
- **LPO action**



Navy Construction/Facilities Management Invoice



- Navy Construction Invoices

- Indicators for Construction and Final Payment

- ✓ **Net 14**

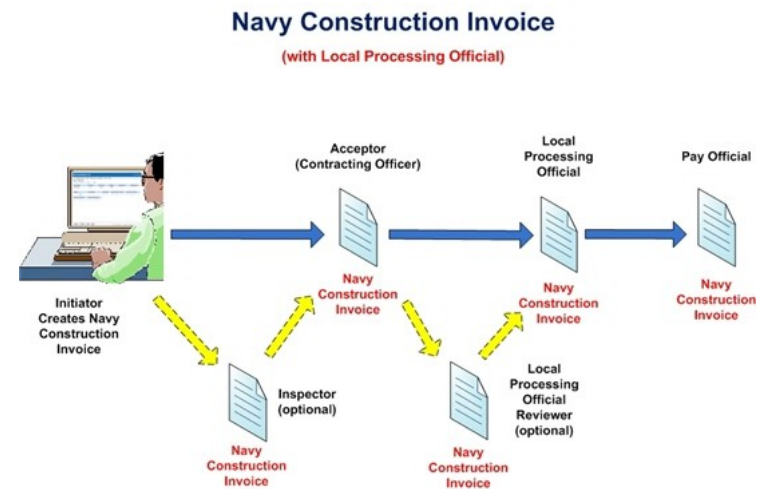
- Yes to Construction + No to Final

- ✓ **Net 30**

- No to Construction

- Yes to Construction + Yes to Final

- Acceptor enters SLINs and funding information

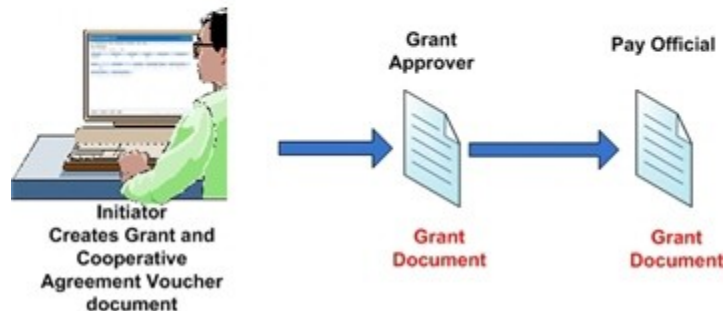


Grant and Cooperative Agreement Voucher



- **Universities**
 - ✓ Office of Naval Research
- **Defense Contract Management Agency**
- **Grant Approver**

Grant and Cooperative Agreement Voucher

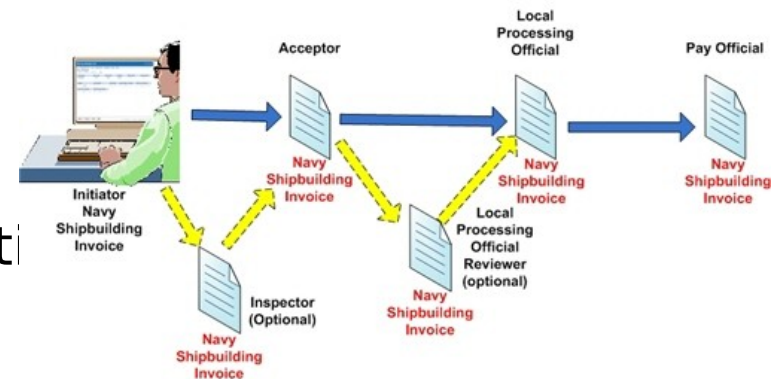


- Ship Acquisition Invoices
- Restricted to Navy's Supervisors of Shipbuilding (SUPSHIPS)

- **SUPSHIP Major Programs**

- ✓ New Construction
- ✓ Nuclear Submarines
- ✓ Maintenance/Repair/Modernization

Navy Shipbuilding Invoice



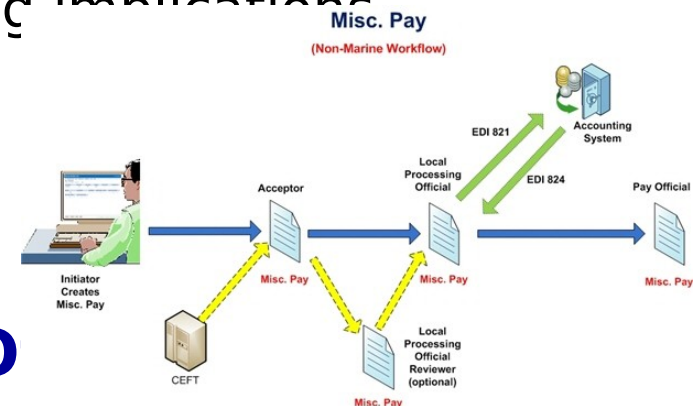
- **Used for Non-Contractual Payments**

- ✓ Mostly created by the Navy on behalf of service members, employees, and non government entities
- ✓ Mortuary claims, utilities, training, etc.
- ✓ Full list under Data Lookup tab – **Display Misc. Pay Types**
- ✓ The Misc Pay Type has tax reporting implications

- **Single Document**

- **Always use N68732 as Pay O**

- **Must pay via Electronic Funds Transfer (EFT)**



ECP0570- Retrieve Employee/Service Member Remittance from CEFT & SSN



Protection

- **Retrieve payment information from Corporate Electronic Funds Transfer (CEFT) in lieu of manually entering the data.**

- **CEFT record not located**
 - ✓ Suspend WAWF transaction for Web entry
 - ✓ Reject WAWF transaction for Electronic Data Interchange (EDI) or secured file transfer protocol (SFTP) file submission

- **Allow Initiator to reprocess the suspended transaction**
 - ✓ Acceptor Role
 - Access Suspended CEFT Transaction Folder

● 4 types of WAWF Misc Pays

- ✓ Federal Entity: (Federal Employees or Military Members)
 - Info comes from MyPay
- ✓ Non-Federal Entity: CCR - Cage Code
 - Info comes from CCR
- ✓ Non-Federal Entity: Non-CCR - Business (EIN)
 - Info must be added to CEFT by DFAS first time paid
- ✓ Non-Federal Entity: Non-CCR - Individual (SSN)
 - Info must be added to CEFT by DFAS first time paid

Wide Area Workflow 5.0

User	Government	Documentation	Lookup	Logout
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Acceptor - Misc. Payment Voucher

[Contract >>](#) Select Voucher Flow

* = Required Fields

Select Voucher Flow *

- ☐ Federal Entity: e.g., Federal Employee or Military Member, including Retirees
- ☐ Non-Federal Entity: CCR - CAGE Code
- ☐ Non-Federal Entity: Non-CCR - Business (EIN)
- ☐ Non-Federal Entity: Non-CCR - Individual (SSN)

● **Acceptors**

- ✓ Send an email with payment office DoDAAC on the subject line to email address in error message in WAWF
- ✓ Payment Office will contact you with the actions to be taken

● **Payment Office**

- ✓ Receive emails
- ✓ Access CEFT to add the record
- ✓ Contact the Acceptor with further instructions

● **Attempt to prevent Suspension**

- ✓ Email the CEFT input form beforehand to:
CCL-CCR-CEFT@DFAS.MIL
- ✓ DFAS will enter the information in CEFT and notify you when complete

WAWF/STARS-FL Obligation Interface for Miscellaneous Payments



- **Implemented in production March 19th, 2010**
- **The Standard Accounting and Reporting System (STARS) Notes disseminated**
- **Navy notifications disseminated**
- **Systematically obligates the funds cited within Miscellaneous Pay invoices processed via WAWF**

WAWF/STARS-FL Obligation Interface for Miscellaneous Payments



- **This systematic interface is intended to replace the need to manually obligate funds in STARS-Field Level (FL) for Miscellaneous Payments. Interface processing is relevant to all WAWF Misc Pay invoices targeted for a One Pay pay office and a STARS-FL Routing Authorized Accounting Activity (AAA).**
- **Users that manually obligate funds within STARS-FL to cover Misc Pay invoices entered into WAWF should discontinue doing so**
 - ✓ Otherwise, duplicate obligations may be posted



● Processing Flow

- ✓ Entry of Misc Pay invoice into WAWF
- ✓ Acceptance of Misc Pay invoice within WAWF
- ✓ Certification of Misc Pay invoice within WAWF
- ✓ WAWF holds Misc Pay invoice in “Certified” status, awaiting acknowledgement from STARS-FL
- ✓ STARS-FL attempts to post obligation



● Processing Flow

- ✓ If STARS-FL posts obligation successfully, it sends a positive acknowledgement to WAWF
- ✓ STARS-FL may bypass obligation posting of certain documents. If so, STARS-FL sends a positive acknowledgement to WAWF
- ✓ If STARS-FL fails in attempt to post obligation, it sends a failed acknowledgement to WAWF
- ✓ If WAWF gets a positive acknowledgement from STARS-FL, WAWF forwards the Misc Pay invoice to One Pay and changes the status of the invoice to “Processed”
- ✓ If WAWF gets a failed acknowledgement from STARS-FL, WAWF resets the Misc Pay invoice to “Accepted” status and returns the invoice to the Certification Folder

● Certification Guidance

- ✓ The LPO certifier must assign a valid standard document number (SDN), accounting classification reference number (ACRN) and AAA via the Long Line of Accounting (LLA) tab at the detail level of the Misc Pay invoice
- ✓ If the SDN, ACRN and AAA entered on the LLA tab screen point to a new document that has not been previously obligated within STARS-FL, the LPO certifier must also enter a valid job order number / expense element (JON/EE) into the Cost Code field. If the JON/EE entered is invalid, or does not exist within STARS-FL, the transaction will be rejected
- ✓ If the SDN, ACRN and AAA entered on the LLA tab screen point to a pre-existing document that's already obligated within STARS-FL, the LPO certifier does not need to enter any other values on the LLA tab screen. STARS-FL will use the JON/EE associated with the existing document within STARS-FL. Consequently, any value entered into the Cost Code field will be ignored by STARS-FL

WAWF/STARS-FL Obligation Interface for Miscellaneous Payments



● Rejection information

- ✓ On failed acknowledgements, STARS-FL reports a generic error message.
- ✓ In WAWF, error message displays on Misc Info tab.
- ✓ Error refers users to STARS-FL report LXF3310A available via CAVIEW.

```
CA-View Browse - LXF3310A-C -- Rec 000001153 Pg 0000060.002 Lock 00 Col 002 081
Command ==>  Scroll ==> PAGE
LXF3310A
WIDE AREA WORKFLOW
MISCELLANEOUS PAYMENT OBLIGATION IN
DAILY STATUS REPORT
TSC: 090240591 ACKNOWLEDGEMENT SENT FOR FAILED OBLIGATION PROCESS
HEADER:
      ROUTE  TRN  PURP
      PIIN   SPIIN  AAA  TYP  CODE  TRAN DATE
CLOTHE10D9080  6454  068732  821   00   20101105
OBLIGATION FAILED PRE-VALIDATION EDITS
DETAILS:
      PIIN   SPIIN  CLIN  SLIN  DOCUMENT#  ACRN  AAA  JOB ORD
CLOTHE10D9080  6454  0001      N630421FIUNAU  AA  068732  630421F
DOCUMENT NUMBER ERROR - MUST BE 14 OR 15 ALPHANUMERICS, NO EMBED
TRAILER:
      DET
      PIIN   SPIIN  CNT
CLOTHE10D9080  6454  001
SARPAGE 61
LXF3310A
WIDE AREA WORKFLOW
MISCELLANEOUS PAYMENT OBLIGATION IN
DAILY STATUS REPORT
MA+ >> 02/015
```

WAWF/STARS-FL Obligation Interface for Miscellaneous Payments



Local Processing Official Information

Name: [REDACTED]
Title: SAD NCOIC
Phone #: [REDACTED]
DSN:
Email: [REDACTED]
Org Email: [REDACTED]

Date of Action: 2010/04/16 1356 MDT

Attachments: Attachments: ▼

Action(s): Certified

Comments:

Payment Official Information

Name:
Title:
Phone #:
DSN:
Email:
Org Email: DNFWAWF@DFAS.MIL

Date of Action: 2010/04/16 1437 MDT

Attachments: Attachments: ▼

Action(s): Document has been rejected by the accounting system, and needs to be corrected and recertified.

Comments:

Document has been rejected by the accounting system, and needs to be corrected and recertified. 821 REJECTED - SEE CA-VIEW REPORT LXF3310A FOR ERRORS

Page Help

- **Submitted**- The vendor has created the invoice and submitted it for payment.
 - ✓ Actions: If there is an Inspect By DODAAC added to the invoice, the Inspector is the only one who can take action. If there is no Inspect By DODAAC present then the Acceptor can take action. For Cost Vouchers (Interim), the DCAA Auditor can take action. For Cost Vouchers (Final), the Service Acceptor can take action. For Cost Vouchers (Direct), if the Pay Office DoDAAC is One Pay, the LPO can take action; if it is ERP or MOCAS, the document will flow straight into the entitlement system.
 - ✓ For certain document types, the vendor can recall it back to themselves to make corrections.

- **Navy In-Process**- The document has an Acceptor DoDAAC that is on the ILSMIS or Navy ERP Acceptor DoDAAC list. It is essentially the same as the “Submitted” status except the vendor CANNOT recall a document in this status.
 - ✓ Actions: Only the Acceptor (or Inspector if one) can take action on this document.

- **Inspected**- The Inspector has inspected the goods/ services and has signed off on the Receiving Report
 - ✓ Actions: The Receiving Report can now be signed off by the Acceptor or can be recalled by the Inspector for correction.
- **Accepted**- The Acceptor has verified receipt and acceptance of the goods/ services
 - ✓ Actions: The Receiving Report can now be seen by the LPO (if One Pay pay office). The invoice can now be certified for payment or can be recalled by the Acceptor for correction.

- **In-Process**- Cost Voucher has been reviewed by the DCAA Reviewer.
 - ✓ Actions: The Cost Voucher is now visible to the DCAA Approver.
- **Approved**- The DCAA Approver has approved the Cost Voucher for payment.
 - ✓ Actions: The Cost Voucher is now visible to the LPO (Interim Cost Vouchers with a One Pay pay office only).

- **Pre-Certified**- The document has been reviewed by a Local Processing Office Reviewer (LPOR).
 - ✓ Actions: The LPO can now see the document or it can be recalled by the LPOR.
- **Certified**- The LPO has performed certification but the document was not processed by the payment office. This status should only be seen with Misc Pays. The Misc Pay will stay in this status until it receives a success/failure notification from STARS-FL.
 - ✓ Actions: None until STARS-FL sends back the notification.

- **Processed**- The document has been certified and accepted by the payment office.
 - ✓ Actions: Action can only be taken by the payment office. Document will become inactive after 120 days and can only be found in the Archive folder.
- **Recall Available**- Document has been recalled by the pay office to the LPO.
 - ✓ Actions: LPO can retrieve the document from the Access Recall-Action Required Folder to take action on the document. They can either fix the document and resubmit it, reject it back to the vendor, or recall it back to the previous workflow user.

- **Void**- Vendor has voided the document and no user can take action on this document. Voided documents are archived after 30 days.
 - ✓ Actions: No action can be taken on a voided document.
- **Hold**- Document has been placed in the Hold Folder and action must be taken by the user who put it on hold. It is recommended to NOT put documents on Hold.
 - ✓ Actions: Only the user who put the document on Hold can take action on it.

- **S-** “ **or Draft** - Document has been saved by a user. If it was you who saved the document, you can retrieve it from your Saved Documents Folder.
 - ✓ Actions: Only the user who saved the document can take action.
 - ✓ New feature of WAWF
 - More info:
https://wawftraining.eb.mil/xhtml/unauth/web/wbt/demo/ECP0593_SaveAndContinueOverview.pdf

- One Pay Pay Offices

- ✓ Review daily IDA135 Batch Invoice Listing to see what processed/suspended/rejected
- ✓ Recall documents as needed

- MOCAS Pay Offices

- ✓ Certify and pay invoices
- ✓ Reject documents as needed

- Navy ERP Pay Offices

- ✓ Review ZRFAP0003U daily to see what processed/suspended/rejected
- ✓ Reject documents as needed

- 2005 BRAC DFAS Offices closed
 - ✓ N45924 – Pacific
 - ✓ N68892 – Charleston
 - ✓ N68566 – Pensacola
 - ✓ N68688 – San Diego Ashore
 - ✓ N60957 – San Diego Fleet
- DFAS Cleveland - N68732
 - ✓ Pacific
 - ✓ Charleston
 - ✓ Pensacola
 - ✓ San Diego
- Closed DFAS Offices DoDAACs should be not listed as a payment office or in the WAWF routing table

- **N68732 – DFAS Cleveland**
 - ✓ Navy Field Level Accounting
 - ▯ Non BUMED (Bureau of Medicine and Surgery) Accounting

- **HQ0251 – DFAS Columbus**
 - ✓ HCM Accounting – 068342
 - ✓ ONR – Grant Documents
 - ✓ SUPSHIP Documents

- **HQ0248 – DFAS Rome**
 - ✓ BUMED (Bureau of Medicine and Surgery) Accounting

- Contract is administered by a DCMA office
 - ✓ Payment Office must be DFAS Columbus – MOCAS
 - ✓ HQ0337, HQ0338, HQ0339
- Other Services Funding
 - ✓ All Air Force
 - ▢ Air Force Payment Office DoDAAC
 - ✓ All Army
 - ▢ Army Payment Office DoDAAC
 - ✓ All Marine Corps
 - ▢ Marine Corps Payment Office DoDAAC
- Multiple Funding – Preponderance of Funds
 - ✓ Initial contract to determine the payment office
 - ✓ Do not change payment office if modification(s) added different funding



- Cannot find documents in WAWF
 - ✓ Make sure date range on search screen is long enough - only goes back 30 days by default
 - ✓ Make sure DoDAACs used for document are correct
 - ✓ Make sure you are the one who should be taking action on the document
- New CAC card
 - ✓ Need to have GAM reset certificate
 - ✓ Log in with temporary password
 - ✓ Switch back over to CAC logon method

- Incorrect document type
- Incorrectly select “Fast Pay” option
- Wrong DoDAACs
- “Filler” Delivery Order numbers
- Do not understand how to fill out Line Item tab
- Trouble adding attachments
- Think they need to take action on recalled document

● Contracting

- ✓ Wrong Payment Office
 - ▢ Closed DFAS Sites
 - ▢ Funding does not match Payment Office
- ✓ No WAWF routing table
- ✓ Incorrect/inactive DoDAACs in WAWF routing table
- ✓ Wrong document type/no document type specified
- ✓ Incorrect/incomplete registration instructions
- ✓ Poorly written CLINs/SLINs/ELINs

● LPOs

- ✓ Not checking dates/not entering correct dates
- ✓ Incorrect/incomplete information on LLA tab
 - ▢ Wrong document number in Document Record Reference ID
 - ▢ Do not know how to distinguish between TFS and TFO LOAs
 - ▢ Do not enter full LOA for TFO LOAs
 - ▢ Enter incorrect/incomplete data for TFO LOAs
 - ▢ Do not know how to enter other services' LOAs
 - ▢ LOA in WAWF must match contract and obligation
- ✓ Funds not obligated/insufficient amount of funds obligated
- ✓ Do not know how to correct recalled documents
- ✓ Do not know how to recall documents
- ✓ Not checking CAGE code on document vs. CAGE code on contract
- ✓ Manually obligate for Misc Pays (creates double obligation)

Correct Dates To Use



- Inspector
 - ✓ Inspection Date = Date goods/services were inspected
- Acceptor
 - ✓ Date Received = Date goods/services were received
 - ✓ Signature Date = Date goods/services were accepted
- LPO
 - ✓ Date Received = Date goods/services were received by Acceptor
 - ✓ Acceptance Date = Date goods/services were accepted by Acceptor
 - ✓ Signature Date = Date you certify the document in WAWF
- Invoice Date \leq Vendor Create Date (Invoice Received Date)
- Inspection Date \leq Date Goods/Services Received \leq Date Goods/Services Accepted \leq LPO Certification Date \leq Date Processed in WAWF

Checking Dates - Invoice Date/ Invoice Received Date



- **Invoice Date equal or less than the Invoice Received Date**

- ✓ Continue Processing

- **Invoice Date greater than the Invoice Received Date**

- ✓ Stop - reject to vendor and request vendor to re-invoice with correct information

Contract Number	Delivery Order	Issue D
4567890000		

Invoice Number	Invoice Date	Final Invoice	Invoice Received Date
4568	2010/04/22	N	2010/04/15

Summary of Detail Level Information	Total
CLIN/SLIN(s)	\$3,810.24
Miscellaneous Amount(s)	\$0.00
	\$3,810.24

Shipment Number	Shipment Date	Final Shipment
4568	2010/04/22	N

ting Information:

me Contractor	Administered By
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Example of dates that should be reviewed



- The date accepted cannot be prior to the date received
- Must receive before accepting

ACTION BY: HC1001 *

☒ CQA

☒ Acceptance

☐ Reject to Initiator

Date Received: 2008/04/09

Has been made by me or under my supervision
except as noted herein or otherwise

2009/04/01

Date

Signature

- What needs to be entered on the LLA tab in WAWF depends on the AAA. The AAA determines if the LOA is TFS (Transaction for Self) or TFO (Transaction for Other) and what the Doc/Record Ref Id should be. If the AAA is TFS, only the Doc/Record Ref Id, Agency Accounting Id, and ACRN need to be entered on the LLA tab. If the AAA is TFO, all LOA elements need to be entered on the LLA tab. In addition, dependent upon the AAA, either the contract number or the requisition number should be entered for the Doc/Record Ref Id.

LLA Tab - Transactions for Self (TFS)



<u>ACTIVITY NAME</u>	<u>AAA</u>	<u>DOC #</u>	<u>ONE PAY REGION</u>
CRANE, IN	000164	Contract #	C - CHARLESTON
CARDEROCK, MD	000167	Contract #	C - CHARLESTON
NRL WASHINGTON, D.C.	000173	Contract #	C - CHARLESTON
INDIAN HEAD, MD	000174	Contract #	C - CHARLESTON
DAHLGREN, VA	000178	Contract #	C - CHARLESTON
PWC NORFOLK	000187	Contract #	A - SAN DIEGO
KEYPORT, WA	000253	Contract #	C - CHARLESTON
MC BASE, HAWAII	000318	Requisition #	H - PACIFIC
FEC/ EUROPE	033191	Contract #	
PWC WASHINGTON	040080	Contract #	A - SAN DIEGO
PWC GREAT LAKES	040083	Contract #	A - SAN DIEGO
PWC JAPAN	040084	Contract #	Y - JAPAN
PWC NORFOLK	040085	Contract #	A - SAN DIEGO
PWC GUAM	040192	Contract #	Y - JAPAN
NAVEODTED	042794	Contract #	F - CLEVELAND
FEC/ NORTHWEST	044255	Contract #	
DFAS-CL PACIFIC	045924	Requisition #	H - PACIFIC
DFAS-CL NORFOLK VA (FLEET)	060951	Requisition #	F - CLEVELAND
DFAS-CL SAN DIEGO CA (FLEET)	060957	Requisition #	A - SAN DIEGO
PANAMA CITY	061331	Contract #	
PWC GUAM	062395	Contract #	Y - JAPAN
PWC SAN DIEGO	062473	Contract #	A - SAN DIEGO
PWC PEARL HARBOR	062478	Contract #	A - SAN DIEGO
DFAS-CL YOKOTA JAPAN	062649	Requisition #	Y - JAPAN
PWC PEARL HARBOR	062755	Contract #	A - SAN DIEGO
NAVAL STATION ROTA SP	062863	Requisition #	X - PENSACOLA
KEFLAVIK	063032	Requisition #	X - PENSACOLA
PWC SAN DIEGO	063387	Contract #	A - SAN DIEGO
PORT HUENEME	063394	Contract #	C - CHARLESTON
CORONA	064267	Contract #	C - CHARLESTON
PWC GREAT LAKES	065113	Contract #	A - SAN DIEGO
PWC PENSACOLA	065114	Contract #	A - SAN DIEGO
PWC JAPAN	065115	Contract #	A - SAN DIEGO
NADEP JACKSONVILLE	065886	Contract #	A - SAN DIEGO
NADEP NORTH ISLAND	065888	Contract #	A - SAN DIEGO
NADEP CHERRY POINT	065923	Contract #	A - SAN DIEGO
NEWPORT, RI	066604	Contract #	C - CHARLESTON
DFAS/ KC MARINES	067004	Requisition #	H - PACIFIC
MCAIR STATION, IWAKUNI, JAPAN	067400	Requisition #	Y - JAPAN
DFAS/ KC MARINES HQ	067443	Requisition #	H - PACIFIC
DFAS-CL CHARLESTON SC (HCM)	068342	Contract #	W - STARS HCM
DFAS-CL PENSACOLA FL	068566	Requisition #	X - PENSACOLA
DFAS-CL SAN DIEGO CA (ASHORE)	068688	Requisition #	A - SAN DIEGO
DFAS-CL NORFOLK VA (ASHORE)	068732	Requisition #	F - CLEVELAND
DFAS-CL CHARLESTON SC (FL)	068892	Requisition #	C - CHARLESTON
NFESC, PORT HUENEME	068894	Contract #	A - SAN DIEGO
PWC WASHINGTON	068925	Contract #	A - SAN DIEGO
PWC JACKSONVILLE	068931	Contract #	A - SAN DIEGO
PWC JACKSONVILLE	069450	Contract #	A - SAN DIEGO
*All other AAAs not on this sheet would be TFO - they can be either contract #			
driven or requisition #driven			

LLA Tab - Transactions for Others (TFO)



- Stars FL or Stars HCM are not the Accounting System
- [Navy LOA Formats on Contracts](#)

AA: 1791804 52FA 252 00052 0 065236 2D C010FN 614149FS405Q

-or-

ACRN	GN/GRNT	BGN/END	SYMBL	SBHD	OBJ	BCN	SA	AAA	TT	PAA	COST-CODE
AA	17	00	09	09	1804	52FA	252	00052	0	065236	2D C010FN
614149FS405Q											

- [Navy term\(contract term\)/WAWF term](#)

Gaining agency(GN)/**Dept Indicator:** 17

Fiscal year(BGN/END)/**Fiscal Year Ind:** 09 (must be only two or four positions)

Appropriation(SYMBL)/**Basic Symbol No::** 1804

Sub-Head(SBHD)/ **Limit/Sub Head** : 52FA

OBJ(OBJ)/**Object Class:** 252

BCN(BCN)/**Allot Serial No:** 00052

SUB ALOTMENT(SA)/**Sub-Allot Receipt:** 0 (not always part of LOA)

AAA(AAA)/**Agency Accounting Id:** 065236

TT CODE(TT)/**Transaction Type:** 2D

PAA(PAA)/ **Job/Wrk Order Cd:** C010FN

Cost Code(COST-CODE)/**Cost Code:** 614149FS405Q

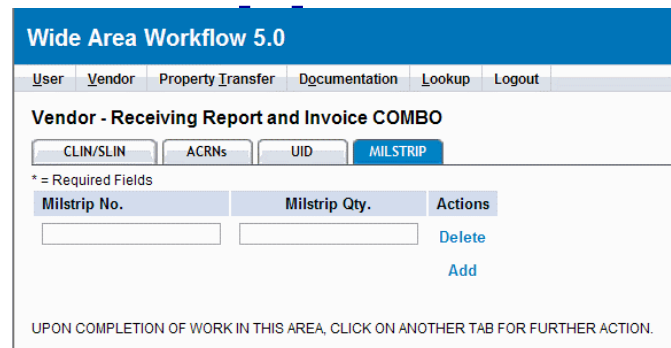
LLA Tab - Transactions for Others (TFO)



LLA Level				CLIN Amount (\$)
Line Level				
Item Number				125.00
0001				
Document Record Reference ID *	Agency Accounting ID *	ACRN *	Amount (\$) *	Approved Amount (\$) *
N123456789101	065236	AA	0.00	125.00
[] Optional LLA Fields				
Agency Qualifier Code	Defense Agency Allocation Recipient	Cost Code	Department Indicator	
DD		614149FS405Q	17	
Job/Work Order Code	Cost Allocation Code	Transfer from Department	Sub-Allotment Recipient	
C010FN			0	
Classification Code	Fiscal Year Indicator	Work Center Recipient	DoD Budget Accounting Classification Code	
	09			
Basic Symbol Number	Major Reimbursement Source Code	Limit/Sub Head	Reimbursement Source Code	
1804		52FA		
Fund Code	Customer Indicator/MPC	Fund Org Admin Code	Object Class	
			252	
IFS Number	Allotment Serial Number	Government Public Sector ID	Transaction Type	
	00052		2D	
Activity Address Code	Foreign Currency Code	Program/ Planning Code	Program Element Code	
FMS Case Number (1-3)	FMS Case Number (4-5)	FMS Case Number (6-8)	Project Task/Budget Subline	
Special Interest/Program Cost				

- **(23 Sep 10) If your government contract references a MILSTRIP document number for the contract line items,** please include the MILSTRIP document number in the Wide Area Workflow (WAWF) receiving report information. After entering your Line Item information, enter the MILSTRIP information on the MILSTRIP TAB at the top of the page. Doing so will ensure timely processing of your payment request. Not all government contracts have a MILSTRIP document number. When the contract does not reference a MILSTRIP document number, leave the MILSTRIP field blank.

- **Military Standard Requisitioning and Issue Procedures (MILSTRIP)**
- **MILSTRIP tab appears when entering line item information**
- **The total quantities entered in the MILSTRIP Quantity field must be equal to the "Quantity Shipped" field on the Line Item Details page.**
- **May need to create a MILSTRIP entry with the word "NONE" in the number field to balance the**



Wide Area Workflow 5.0

User Vendor Property Transfer Documentation Lookup Logout

Vendor - Receiving Report and Invoice COMBO

CLIN/SLIN ACRNs UID MILSTRIP

* = Required Fields

Milstrip No.	Milstrip Qty.	Actions
<input type="text"/>	<input type="text"/>	Delete Add

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

- **Unique Identifier (UID)** is a number that uniquely identifies tangible items
- Provides asset accountability within the DoD Supply Chain
- Must include a Unique Identifier under the CLIN/SLIN/ELIN if the item meets the DFARS 252.211.7003 requirements
- UID tab appears when entering line item information

Wide Area Workflow 5.0

User Vendor Property Transfer Documentation Lookup Logout

Vendor - Receiving Report and Invoice COMBO

CLIN/SLIN ACRNs **UID** MILSTRIP

* Asterisk indicates required entry for 'Save'. ** Double asterisk indicates required entry for 'Save and Continue'.

Expand All Collapse All

Enterprise Identifier Issuing Agency Code UID Type Original Part Number Lot / Batch Actions

Add UID

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

Wide Area Workflow 5.0

User Vendor Property Transfer Documentation Lookup Logout

Add UID

* Asterisk indicates required entry for 'Save'. ** Double asterisk indicates required entry for 'Save and Continue'.

UID Type ** Issuing Agency Code

Original Part Number Enterprise Identifier

Lot / Batch Warranty

Original Manufacturer Code Original Manufacturers ID

UID Number Serial Number Actions Message

Add UID

Wide Area Workflow 5.0

User Vendor Property Transfer Documentation Lookup Logout

Add UID

* Asterisk indicates required entry for 'Save'. ** Double asterisk indicates required entry for 'Save and Continue'.

UID Number *

Serial Number

- More information
 - ✓ <http://www.acq.osd.mil/dpap/pdi/uid/index.html>
 - ✓ <http://iuidtoolkit.com/overview/>
 - ✓ **Creating UIDs (Unique Identifiers)** section of WAWF Web-Based Training



- **Radio Frequency Identification (RFID) tags**
- **Shows how the various pallets, packages, boxes, containers, etc. of a shipment are put together**
- **Enter RFID information on Pack tab**
- **“Pack Later”** - submitting the document and returning later to create the packaging information

Wide Area Workflow 5.0

User Vendor Property Transfer Documentation Lookup Logout

Vendor - Receiving Report and Invoice COMBO

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Discounts Mark For Comments Line Item **Pack** Attachments Misc. Amounts Preview CI Preview RR

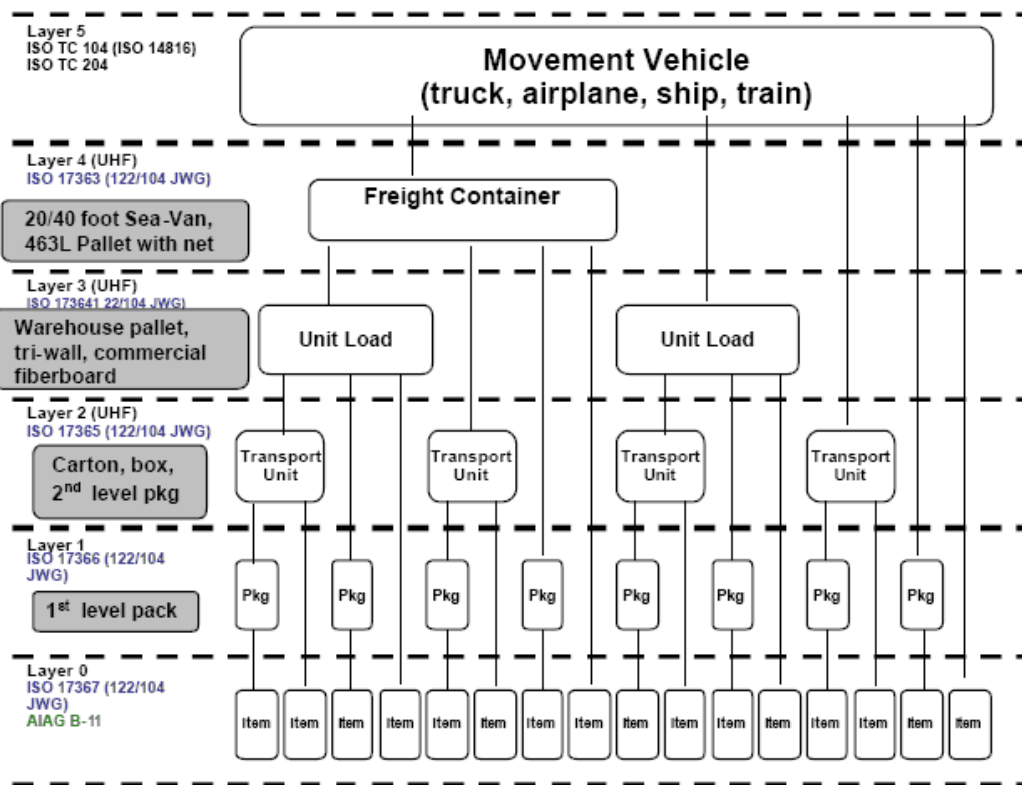
WARNING: The Invoice Date has been pre-populated from the WAWF system server.

☐ Pack Later

Package Type	Package ID	Actions
RFID - Radio Frequency Identification (Passive) ▼		Save Cancel

● More information

- ✓ <http://www.acq.osd.mil/log/rfid/index.htm>
- ✓ **Creating Pack Data (RFID)** section of WAWF Web-Based Training



- Deployed Feb 11-13, 2011
- WAWF Tech Refresh – new “look and feel”
 - ✓ This technology will improve the existing WAWF application’s reliability, availability, maintainability, security, manageability and adaptability
 - ✓ Allows a user with a screen resolution of 1024 x 768 to utilize the entire screen
 - ✓ Informational and Warning messages are now displayed at the top of the page as a list with each message as a new list item
- New Management Report System (MRS)
 - ✓ Registered WAWF users will be assigned a new reporting role and have access to their assigned reports
 - ✓ All current “canned” reports will also be available in the new MRS tool

- Extract Misc. Pay Code to IAPS
 - ✓ Extracts the Misc Pay Type Code to the Pay Office for all Misc Pay transactions created where the Pay Office equates to IAPS-E
- International Dateline
 - ✓ The system will populate the Invoice Date with the WAWF system server date
 - ✓ A read-only label will be provided indicating the Invoice Date represents the WAWF system server date: “WAWF System Server Date”
 - ✓ The Vendor is able to modify the Invoice date prior to submission
 - ✓ If the Vendor modifies the date to a date other than the defaulted date, the user will be given a warning message

- Sort by Invoice Received Date (and any other column)
 - ✓ New search capability which allows users to search by the Invoice Received Date as a date range
 - ✓ Can sort by any column on search results screen
- Save and Continue
 - ✓ User has the option to continue working on the document or return to it at a later date
 - ✓ The document will reflect a unique status indicating a saved document. It may be saved multiple times with each save “resetting the clock” to 7 days.
 - ✓ A new “Vendor Saved Documents” folder has been created for Initiators
 - ✓ A “Purge” button will become available after the user performs a “Save and Continue”

- 1-877-251-9293
- CCL-EC-NAVY-WAWF-HELPDESK@DFAS.MIL
- Open 0700-1700 EST M-F (excluding federal holidays)
- Aaron Oeken – Lead Financial Management Analyst
- Gary Edwards – Financial Management Analyst
- Barbara Harper – A/P Team Lead currently on developmental assignment on help desk
- Charmagne Jordan – Financial Management Analyst currently on rotation in A/P



- Will ALWAYS try to resolve ourselves first
- CAN assist with:
 - ✓ How to create/process documents
 - ✓ How to correct recalled/rejected documents
 - ✓ Registration procedures
 - ✓ New DoDAAC requests
 - ✓ Payment status – One Pay invoices only
- CANNOT assist with:
 - ✓ Password resets/other account issues – contact GAMs
 - ✓ Systems issues – contact DISA or local IT support
 - ✓ Payment status – MOCAS and Navy ERP – contact pay office
 - ✓ Expediting payment/interest penalties – contact pay office
 - ✓ Invoice hardship issues – contact contracting officer

- **DISA Ogden Help Desk**
 - ✓ Systems issues
 - ✓ Vendor account issues (if no GAM)
 - ✓ CAGE code activations
 - ✓ 1-866-618-5988
 - ✓ cscassig@csd.disa.mil
- **Army WAWF Help Desk**
 - ✓ Army WAWF issues
 - ✓ 1-877-232-9293
 - ✓ CCO-EC-ARMY-WAWF-HELPDESK@DFAS.MIL
- **Marine Corps WAWF Help Desk**
 - ✓ Marine Corps WAWF issues
 - ✓ 540-658-2611
 - ✓ susan.dibianca@taic.net

- Air Force WAWF Help Desk
 - ✓ Air Force WAWF issues
 - ✓ wawf.team@wpafb.af.mil

- DCMA WAWF Help Desk
 - ✓ DCMA Administered Contracts WAWF issues
 - ✓ 888-576-3262
 - ✓ helpdesk@dcma.mil

- DLA WAWF Help Desk
 - ✓ DLA WAWF issues
 - ✓ 703-767-1915
 - ✓ wawf@dla.mil

● Pay Offices

- ✓ Payment status/issues
- ✓ Can find contact info once logged into WAWF
 - ▮ **Pay DoDAACs** under Lookup tab

Wide Area Workflow 5.0

Lookup - Pay DoDAACs

City Name

Enter search criteria or leave field blank for complete list.

Wide Area Workflow 5.0 User ID : Vendor11

Lookup - Pay DoDAACs (sorted by DoDAAC)

DoDAAC	Entitlement System	Office	Phone
964145	CAPS-C	USACE FINANCE CENTER	(901) 874-8671
CRCARD	CRCARD	DMDC PCOLS	703-601-3927
F03000	IAPS-E	Dayton	800-756-4571 Option 2, Option 3
F67100	IAPS-E	Limestone	800-756-4571 Option 2, Option 3
F68800	IAPS-E	Japan-Air Force	011-81-311-755-6517/6288
F78900	IAPS-E	Limestone	800-756-4571 Option2, Option3
H94002	CAPS-C	OASD TMA	303-676-3532
HQ0105	CAPS-W	Indianapolis-DNO	(317) 510-0300
HQ0131	CAPS-W	Columbus CAPS-W	800-756-4571 Option 2, Option 2 or 614-693-8507 Option 2, Option 2
HQ0248	One-Pay	DFAS Rome	800-553-0527
HQ0250	CAPS-W	Rome-ATEC	800-553-0527
HQ0251	One-Pay	DFAS Columbus	800-756-4571 Option 2, Option 4
HQ0253	CAPS-W	Rome CAPSC Clipper	011-965-389-7881
HQ0300	CAPS-W	Lawton	800-553-0527
HQ0301	CAPS-W	Orlando - Army	888-332-7366
HQ0302	CAPS-W	Rome	800-553-0527

- WAWF Production
 - ✓ <https://wawf.eb.mil/>
- WAWF “Sand Box” Training Site
 - ✓ <https://wawftraining.eb.mil/>
- WAWF Web-Based Training Site
 - ✓ <https://wawftraining.eb.mil/xhtml/unauth/web/wbt/WbtMainMenu.xhtml>
- WAWF Software User’s Manual (SUM)
 - ✓ https://wawf.eb.mil/SUM_RoboHelp_Web_Help/WAWF_SUM.htm
- DAASINQ (DoDAAC Query)
 - ✓ <https://www.daas.dla.mil/daasing/>
- DoDAAD Committee (add, modify, delete DoDAACs)
 - ✓ <http://www.dla.mil/j-6/dlmso/Programs/Committees/DoDAAD/dodaad.asp>

- Electronic Document Access (EDA)
 - ✓ <http://eda.ogden.disa.mil/>
- Navy WAWF Site
 - ✓ <https://acquisition.navy.mil/content/view/full/99>
- DFAS WAWF Site (inc. info on Vendor WAWF training)
 - ✓ <http://www.dfas.mil/dfas/ecommerce/wawf/info.html>
- Navy College Program Tuition Assistance Site
 - ✓ <https://www.navycollege.navy.mil/nta.cfm>
- DoD UID Information
 - ✓ <http://www.acq.osd.mil/dpap/pdi/uid/index.html>
 - ✓ <http://iuidtoolkit.com/overview/>
- DoD Misc Pay Guide
 - ✓ http://www.acq.osd.mil/dpap/ebusiness/Department_of_Defense_Misc_Pay_Guide.doc

- Central Contractor Registration
 - ✓ <https://www.bpn.gov/CCRSearch/Search.aspx>
- MyInvoice
 - ✓ <https://myinvoice.csd.disa.mil/>

- **Invoice as 2-in-1**
- **Invoice and Receiving Report (Combo)**
- **Invoice (Fast Pay)**
- **Cost Voucher**
- **Navy Construction/Facilities Management Invoice**
- **Grant and Cooperative Agreement Voucher**
- **Miscellaneous Payment**
- **Recalling a document**
- **Rejecting a document**
- **Correcting a recalled document**